

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: MAST International  
 Region/Locality: Southside  
 Period: Jan-2004

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
<b>Active Tasks</b>					
<b>Phase I</b>					
(8)Prepare for testing w/Sprint	Brunswick			2	E/Ms/Cell tower updates
(4)Correspondence w/PSAP	Brunswick			0.5	Call counting sheets
(10)Draft Brunswick Phase I/II status	Brunswick			1	Re: implementation
(10)T/Cs Correspondence w/WSPs re: Phase I	Brunswick			0.5	Re: Scheduling Alltel tower 133/433 for testing
(10)Correspondence w/Ned Awad	Brunswick			1.5	Re: Corrections to ALI format/testing
(10)T/Cs w/Jill - Alltel	Brunswick			0.5	Re: ALI records/corrections
(10)Correspondence w/PSAP	Brunswick			0.75	Re: Triton rehomings/status updates
(10)Ref info for 1/28/04 meeting	Brunswick			2.25	GIS, funding, training, vendor task
(10)T/C Correspondence re: Neustar/Portability	Brunswick			0.75	Review registration info
(10)On-site Planning Meeting	Brunswick			1.25	Re: POA/status
(13)Correspondence w/PSAP	Brunswick			0.5	Re: Available PSAP training/Alltel sector changes
(14)Onsite Phase I testing w/Sprint	Brunswick			11.5	Testing/FU Phase I successful
(14)T/C correspondence w/Jill/PSAP	Brunswick			1.25	Re: site 133/433 testing/ALI test sheets
(15)T/C w/Shirley Brodnax	Brunswick			0.25	Re: current call accounting
(15)Pre True-up	Brunswick			1.75	Re: issues w/CPE billing/03 carry overs
(10)T/Cs Correspondence w/WSPs re: Phase I	Cumberland			0.75	Re: Scheduling Phase I testing w/Sprint
(10)On-site Planning Meeting	Cumberland			0.5	Schedule/review current status/cancel
(14)Correspondence w/PSAP	Cumberland			0.5	Phase I testing info w/ Sprint
(1)Correspondence re: equipment	Dinwiddie			0.25	Installations
(1)Research web for funding	Farmville			0.5	DCJS grants for CAD/RMS
(1)Review Sprint equipment proposal	Farmville			0.5	For on-site planning meeting
(4)T/C w/Gilbert Wood	Farmville			0.25	Funding for Phase I/II equipment

(10)On-site Planning Meeting	Farmville			1.5	Schedule/review current status/cancel
(3)T/Cs Correspondence w/Allen re: Phase I	Halifax			0.5	Alltel's Phase I implementation
(3)T/Cs Correspondence w/WSPs re: Phase I	Halifax			2.75	Rescind/Request letters for Phase I
(8)Compiled Correspondence w/WSPs	Halifax			0.25	Re: Call Routing Info
(10)T/Cs Correspondence w/WSPs re: Phase I	Halifax			0.5	Re: Phase I deployment status/scheduling
(10)Correspondence w/Alltel	Halifax			0.25	Re: Deployment updates
(10)T/C w/Allen re: CML cutover	Halifax			0.25	Status of implementation
(10)T/C w/Linda Cage re: NOS	Mecklenburg			0.25	NOS communications billing research
(12)T/C w/Linda Cage re: equipment	Mecklenburg			0.25	Radio and recorder status
(14)F/U from Phase I testing	Mecklenburg			0.5	Re: ALI records/corrections
(1)T/C w/Jerry Beaver re: install POA	Nottoway			0.5	Kick off meeting
(8)T/Cs Correspondence w/Sheriff Parrish/Gloria	Nottoway			2	Re: Triton recommended tower routing
(8)Researched/Mapped tower sectors for Alltel/Triton	Nottoway			5.25	Determine coverage area for best routing
(8)T/Cs w/ Bob/Corrine - Triton PCS	Nottoway			0.5	Re: Tower locations/routing
(10)On-site Planning Meeting	Nottoway			0.25	Schedule/review current status/cancel
(10)T/Cs w/Sprint re: equipment	Nottoway			2.25	Installation timeline/schedule
(10)Correspondence w/Gloria/Parrish	Nottoway			0.75	F/U w/Wireless ESN info/Updates on install
(11)On-site visit w/Gloria/Parrish	Nottoway			1	Re: Installation schedules/Tower info
(12)Draft correspondence to Steve Marzolf	Nottoway			0.5	Status of implementation
(15)On-Site w/Katie re: FY 04 Pre True-up	Nottoway			1	Required documentation needed
(3)T/C w/Judy Middleton - Alltel	Region			0.5	Phase II request letters
(3)T/C Lisa - T-Mobile	Region			0.25	Phase II issues/delays
(4)Review 2nd quarter payments	Region			0.5	From Wireless Board funding
(8)Review request to WSPS	Region			1.25	Re: PSAP notification of new/changes to sites
(10)Weekly Contact Calls	Region			5	Prepare/Conduct
(10)Update WSP contact list	Region			0.25	w/most current information
(10)Correspondence w/Kelly Curd - Sprint	Region			0.5	Re: Installation schedules
(10)Correspondence w/Emmy Isbel - Sprint	Region			0.25	Re: Wireless trunks/phantom calls
(10)Correspondence w/Aston Cole - TCS	Region			0.25	Re: Farmville/Halifax updates
(10)Correspondence w/Bob Layman - Triton	Region			0.75	FU on ALI Corrections/rehoming
(10)Correspondence w/WSPs	Region			1.5	Re: mapping/request letters
(10)T/C w/Steve Marzolf	Region			0.25	Re: Regional status
(10)Planning meeting w/Stakeholders	Region			2	On-site needs

(10)Prepare POA for Feb.	Region			2.75	Review needed tasking/Finalize Phase I details
(11)Update Quick Reference Sheet	Region			1.5	Re: Most current PSAP status
(11)Monthly Newsletter	Region			5	Create/Format/Mail
(11)Monthly Regional Meeting	Region			12.25	Correspondence/Prepare/Conduct
(11)January Wireless Board meeting	Region			1.5	Attend
(11)Review NENA website	Region			0.5	For news/updates/registration
(12)Daily and Monthly Activity reports	Region			15	Enter information/calculate hours/review
(12)CMRS Reports for Nov./Dec.	Region			3.5	Review/Highlight/Correct
(14)Correspondence w/PSAPs	Region			0.25	Re: Triton PCS rehousing
(14)Compiled Drive test results	Region			1.75	For all WSPs to date
<b>Phase II</b>					
(1)On-site meeting w/Sheriff Weaver/Sgt. Almarode	Amelia			5	Review mapping RFP/concerns/Phase II schedule
(1)Phase II Mapping RFP	Amelia			3	Re: dates for release/questions for vendors
(3)Correspondence w/WSPs re: Phase II	Amelia			0.5	Re: Updates on Phase II implementation
(4)Reviewed documentation re: funding	Amelia			0.25	2nd quarter payment letter
(5)T/C w/Bruce Almarode re: MAA	Amelia			0.25	MAA still needs to be decided/signed
(10)Research state code documentation	Amelia			1.25	Re: State/Wireless/Wireline codes
(1)C w/Bruce Almarode re: Grants	Amelia			0.25	DCJS grants avail. For servers
(12) T/C w/Linda Wray re: equipment info	Amelia			0.25	Radio and recorder status
(14)Prep work for On-site visit	Amelia			0.75	Review mapping/Phase II implementation schedule
(1)T/C Correspondence w/mapping proposers	Brunswick			2.25	Re: questions w/RFP responses
(1)Review Shield timeline	Brunswick			2.25	for Phase II mapping implementation
(1)Compile vendor questionnaire	Brunswick			2.5	For evaluation/demo process
(1)T/C Correspondence w/PSAP	Brunswick			3.75	Re: Timelines/Materials for Mapping
(1)Compile a summary report for County Officials	Brunswick			19.25	Compare/Review/Summarize mapping proposals
(1)On-site meeting w/County Officials	Brunswick			8.5	RFP review/Timelines for demos/award of contract
(1)Evaluation of Phase II mapping proposals	Brunswick			12.25	percentage of compliance/questions
(1)F/U from On-site meeting	Brunswick			1.25	Mapping details/presentation for BOS
(1)On-site for presentations	Brunswick			9.5	Mapping demos/vendor selection
(1)Verizon issues re: CAD interface	Brunswick			1.75	Shield Mapping
(10)F/U from Regional Meeting	Brunswick			1.25	Sched. Pre true-up/tasks/training
(10)Brnswick POA for 2/6/04 meeting	Brunswick			2	W/Shield/Co. Officials/GIS updates
(13)Training issues for dispatchers re: ALI	Brunswick			2	What to expect in Phase II

(1)T/C w/Lisa Meyers	Charlotte			0.25	Re: Progress on mapping vendor selection
(10)T/Cs correspondence w/Lisa	Charlotte			1.25	Phase II explanation/code sections
(10)Phase II tasking	Charlotte			1.25	Items 1-3
(1)T/Cs Correspondence w/PSAP	Cumberland			2.75	Re: Mapping RFP/Responses/Critical Factors
(10)Correspondence w/Aaron	Cumberland			1.25	Re: delay of vendor selection/question to vendors
(15)Pre FY04 True-up	Cumberland			0.5	Tasking for documentation
(1)T/C Correspondence w/PSAP	Farmville			0.5	Re: Mapping RFP/Vendor lists
(1)On-site visit for Phase II	Lunenburg			3.75	Scheduling/POA/CML install/Dispatchers
(1)Reviewed Phase II mapping equipment orders	Lunenburg			0.25	Re: Order status
(1)T/Cs w/Sheriff Adams	Lunenburg			0.25	Installation Schedules
(3)Phase II service request letters	Lunenburg			1	Draft/mail
(10)T/Cs Correspondence w/Linda K - Alltel	Lunenburg			0.5	Re: obtaining Phase II PSAP forms
(10)T/Cs Correspondence w/Chris Knights - MSAG	Lunenburg			1.5	Equipment/Scheduling status
(10)T/Cs w/Chuck Neeley - MSAG	Lunenburg			2.25	Re: Installation of wiring/cabling/interfaces
(10)T/C Correspondence w/Emmy - Sprint	Lunenburg			1	Confirm Phase II readiness/Call routing issues
(10)F/U from Regional Meeting	Lunenburg			0.25	Sched. Pre true-up/tasks/training
(10)T/Cs Correspondence w/Sprint	Lunenburg			1.75	Coordinate install w/MSAG
(10)T/C w/Sheriff Adams re: Installation	Lunenburg			0.25	Rescheduling of installation
(11)Review of pending tasks for Phase II	Lunenburg			7	Status update/Plan of Action for remaining tasks
(12)T/C w/Sheriff Adams re: equipment	Lunenburg			0.25	Radio and recorder status
(1)T/Cs Correspondence w/Chris Knights	Mecklenburg			0.5	Re: Hardware specs for mapping upgrade
(1)Research Dell website	Mecklenburg			1	Re: mapping hardware
(1)On-site visit for Phase II	Mecklenburg			3.5	FU/Scheduling/POA
(1)T/C w/Linda Cage re: VGIN Orthophotogphy	Mecklenburg			0.25	Obtaining a copy for MSAG
(3)Correspondence w/PSAP/WSP	Mecklenburg			0.25	Re: Survey info
(10)T/C w/Linda Cage re: Schedules	Mecklenburg			0.25	Confirm On-sites appointments
(11)Prep for On-site	Mecklenburg			0.75	VGIN data/POA/pre true-up
(15)On-site re: FY04 Pre True-up	Mecklenburg			0.5	Required documentation
(10)T/C Correspondence w/James Martin - A&A/Katie	Nottoway			0.75	Re: Server interface issues w/mapping
(1)T/C w/Chris Knights - MSAG	Region			0.25	RFP process status
(1)Reviewed /Discussed mapping issues	Region			0.5	Cumberland RFP/Charlotte delays
(1)Compiled information on upgrade status	Region			0.25	Re: Installation timelines
(1)Correspondence w/Ned Awad	Region			0.25	Re: Canceled status call

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